2/15/12

Teri Zinone - Mission Statement Reviewed with Staff

Standard 4 Resources and Support Systems

Members present: Susan Riebsame, Amber Sargent, David Koos, Chuck Kelly, Mrs. Morgan( senior and sophomore) and her daughter Adeline(current sophomore).

Reviewed Standard 4 and discussed pros and cons of each indicator with our student and parent representatives.

4.1 Qualified Professional and Support Staff…

Positives by both Mrs. Morgan and Addie

* Saint Francis Academy( separate entity within MCC – Integrates students into elective classes)
* International Student Support System( ESOL Instructor and International Student Coordinator)
* Learning Lab(School Development Class) ( Job Share with 2 qualified exceptional education teachers)
* Athletic Trainer (on staff full-time )
* BA/MA Degrees

4.2 Instructional Time…

Addie’s Recommendations:

* Extend Library hours to both before and after school
* Upgrade computer labs for students
* More Books/resources needed in media center

Mrs. Morgan’s recommendations

* Post a master calendar for students and parents that is accurate and updated daily with student activities, club meetings…

4.3 Facilities…

Student/parent recommendations:

* Bathrooms in buildings E and B needed renovating
* Multiple H2O fountains not working(media center, E buildimg)
* Microphone systems needs to be clearly heard( gym, athletic fields)

4.4 media and Information resources

Addie:

* Outdated media technology – old school check out

4.5 Technology Infrastructure

O.K

4.6 Support Services

* Need to implement more visible programs for character education and conflict resolution.

Brainstorming how to meet **Standard 4.1**

Teachers/support staff

Credentials

Hired/reviewed

In servicing

Registration procedures

Teachers Section/master schedule

Have an idea of number of students due to registration process

We do not have defined written policies.

Need to list student/teacher ratios…currently no policy that determines this

Assessing staff needs → meetings with Mr. Armstrong

Document highly qualified staff →hiring, evaluations, recertification, observation

AP institutes/workshops/guest speakers/credits for in-service

Degree level

National teacher certifications?

Specialty certifications

Look in old folder should carry over from last accreditation

Struggle with tech and support staff tech

Department meetings with Mr. Armstrong

Staffing needs of school

International students

Missie/Ohmed/Edwin

Support/custodial/coaching

**Standard 4.2**

Leaders secure necessary materials

AM/printers/scanners etc

Adding 8th period

Material resource issues with outdated technology

Last year new servers etc.

Improved security

**Action: Chuck talk to Rob about tech modifications of last year**

School purpose and direction

Small group meetings with Burke held end of October 2011

Move of business functions to central location to help with coordination of budgets

New calendar online

School schedule change from block to regular schedule

Not as many half days /more full days

Less interruption of teaching time

Rewiring of buildings…move toward more tech savvy school

Doc cams/laptops

**Standard 4.3**

Facility Maintenance

Shawn: training received

Maintenance schedule

Janet: media center

No form for maintenance requests

Documentation of fire inspections etc.

Teachers trained on fire extinguisher

Safety committee?

List of emergency procedures: red, yellow etc

Forms for after fire drills (Mr. Armstrong)

CPR training

Update signs etc with emergency contact information

**Standard 4.4**

What are different websites teachers use?

Email staff to find out what they use

M. Aguilar sends lots of resource information

How often is it used?

Diocese purchases that we have access to book and on line components

Need professional development tech teacher to educate teachers on how to use tech

Different teachers have different websites

Outlook training

Poll teachers/before-after school what available

See Judy for documented computer lab usage

Math students able to work outside classroom

Use of net classroom is a plus

Teachers using class jump to post info and homework etc.

**Standard 4.5**

Ask Mr. Burke for technology plan to improve services and infrastructure

Did survey technology needs (Mr. Burke sent)

Acceptable Use Policies

Students sign? Check with Gina

Individual passwords and logins needed, can’t just be “student” “student”

**Standard 4.6**

Guidance provide list of support services

Guidance

Media

Campus ministry

ESL

Tutoring programs

Workshops

Clubs/sports

Moving toward Campus Activity Director

No agreement with school community agencies for student/family support

Had NextGen program

Parish’s community agencies? Who do they interact with?

Do not have defined programs for bullet point 3/ need to establish

Do have college prep classes

Character development → Religion/Social Sciences

Bullying→ Religion/Social Sciences. LMS

Sports teams have parent meetings

Student Advisory Board meets with Mr. Burke

**Standard 4.7**

Guidance list of counseling

Grief counseling as needed

Assessment-testing

Making college count

IEP → Coral/Lourdes

Budget with Mr. Burke